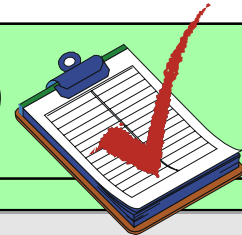


CHS CHECKUP



A publication by and for employees of the Kentucky Cabinet for Health Services

Nov. 30, 2002

NEWS BRIEFS

MAKE UP FLU SHOTS

There will be a make-up day for flu shots on December 4th from 8:30 - 11:30 a.m. and 1- 3:30 p.m. for anyone who is interested. Employees should report to the nurse's station for their shot at one of the times designated above.

2003 STATE HOLIDAYS

Monday, January 20, 2003 (Martin Luther King Day)

Friday, April 18, 2003-1/2 day (Good Friday)

Monday, May 26, 2003 (Memorial Day)

Friday, July 4, 2003 (Independence Day)

Monday, September 1, 2003 (Labor Day)

Tuesday, November 11, 2003 (Veterans Day)

Thursday, November 27 and Friday November 28, 2003 (Thanksgiving + 1 day)

The Christmas Holidays are to be announced by the Governor Elect



TIP OF THE WEEK

If you have to walk down any icy inclines, like your driveway, bend slightly forward and shift your weight toward the balls of your feet. Most people lean back on their heels, which can cause your feet to slip out from under you.

Budget Reduction Plan Sought

Governor Paul Patton has requested that all cabinets and executive branch agencies submit a budget reduction plan of 2.6 percent for FY 03 and 5.2 percent for FY 04.

The directive to Cabinets was issued following discussions with legislative leadership regarding the severity of the Commonwealth's fiscal condition and in reaction to the revenue shortfalls projected by the Consensus Forecasting Group. Based upon the Consensus Forecasting Group's revenue projections, the administration has projected a budget shortfall of approximately \$144 million in FY 03 and \$365 million in FY 04.

These plans should include not only the dollar savings to be realized, but also the programmatic implications and consequences of the proposed actions.

Last year's total budget shortfall of \$687 million has already resulted in cuts of 2 percent to post secondary education and 5 percent to all other state agencies.

The Patton Administration is not recommending that these specific cuts be made. However, this information will be critical as a means of demonstrating the impact such cuts could have. This information will be an important part of the public debate in the weeks ahead as the executive and legislative branches seek solutions to the Commonwealth's budget crisis.

Cabinet for Health Services staff has worked diligently over the past two fiscal years to work within budget guidelines and restrictions. Secretary Marcia Morgan appreciates your efforts and cooperation in this time of tight fiscal constraints.



Seybold Elected To National Position

Patricia Seybold, executive director of the Kentucky Council on Developmental Disabilities, has been elected President of the National Association of Councils on Developmental Disabilities (NACDD) for 2002-2004.

The council oversees a federal grant program administered within the Department of Mental Health and Mental Retardation Services.

As president she will represent all 54 states and territories that comprise NACDD at the national level.

Her other duties include maintaining a relationship with the Bush Administration on Developmental Disabilities in Washington and the federal legislature regarding the Developmental Disabilities Act. Seybold will also work to ensure forward momentum for Councils and the recognition of the importance and purpose of Councils, which is to promote advocacy, capacity and systems change for individuals with developmental disabilities in each state.



"...promoting and safeguarding the health and wellness of all Kentuckians."

Preparing For Renovation In Health Services Building

The Cabinet for Health Services is working with the Finance and Administration Cabinet to facilitate a renovation of the Health Services Building's 1st and 2nd floors and a roof replacement.

As the occupants of this building will tell you, this work is long over due. First and foremost, we are looking to improve the quality of their work environment by replacing the roof, carpet and repainting on these two floors. We will also recover or clean partitions, clean furniture and remove old data wiring within the ceiling. This renovation will also strive to improve our efficiency as the design will consider program needs, work/traffic flow, confidentiality issues, common break areas, and increase the number of common conference rooms.

While the renovation is not slated to begin until early 2003, the Operational Management Branch is working to make this renovation a reality. The design of the space is progressing and we hope to have a draft by the end of December. Once a draft design is complete, it will be shared with your move coordinator so that input can be solicited from the occupants. If changes are deemed necessary, the design will be revised.

What can the Health Services

Building's 1st and 2nd floor occupants do to support this process?

- First and foremost, be patient. A renovation of this magnitude requires a lot of preplanning to ensure that it comes off with as little disruption as possible. Just because you don't see activity, doesn't mean that it isn't going to happen. As soon as the design and schedule are solidified, this information will be shared with the staff.
- Begin now to destroy or archive records that are not essential to the day-to-day operation of your program. Each agency has a records officer who can provide guidance on how this process works. If you don't know who your record's officer is, contact Phil Adkins, CHS Records Officer, at 564-6631, and he can provide this information. Remember it is cheaper to store records off site than to use our office space in this manner. Given our proximity to Libraries and Archives, we can all but guarantee a 24-hour turnaround should you need to retrieve a record that has been archived.
- Begin to identify furniture that is not essential to your opera-

tion. As the move gets closer, we will have surplus days to get rid of unnecessary items versus having to pay twice to have it moved. This will be coordinated through your Agency Property Officer.

- Movers are not responsible for moving personal items. Please take all personnel items home until after the renovation is complete.
- Each agency has a move coordinator. All issues relative to a particular Agency's space needs should be funneled to this person, versus contacting OMB directly. This allows OMB time to work versus spending time answering the same question multiple times and allows the Agency contact to better coordinate the needs of each agency. The Agency Move Coordinators are as follows:

Public Health - Deputy
Commissioner George Graham
Certificate of Need - Laurie
Walston
Office of Women's Health -
Melissa Adkisson
Division for Technology
Resources - Jeanine Sloan
Division for Quality and
Human Resources - Jay Klein

Thanks for your patience to date and remember to keep on smiling!



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